



Social Worker

Department: Social Services

Class Code: 4124

EEO Code: 22

FLSA: E

Effective: 01/12/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in developing and implementing individualized service plans involving the application of casework methods and skills; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Interviews individual and family members to gather data on social, health, emotional and economic problems; assesses needs and strengths; works with individual and family to formulate service objectives and identify actions needed to solve problems; develops appropriate service plans; initiates Purchase of Service Orders and coordinates and monitors purchased services; counsels individuals and families; may provide individual, group and family therapy; receives and investigates referrals of suspected child and adult abuse and neglect, and determines the appropriateness of these referrals; recruits, assesses and develops homes for adoption, child and adult foster care and day care programs; conducts independent adoption investigations to determine the suitability to petitioners to adopt; participates in court proceedings as needed; educates the professional community and the general public on agency programs and policies; prepares statistical reports; maintains records; may supervise student interns; may be on-call for emergencies twenty four hours a day, including weekends; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principles, practices and techniques of social work; of available community resources; of applicable state and federal laws. Some knowledge of applicable computer systems and software packages.

Considerable skill in establishing good working relationships with families and in securing appropriate information by direct or collateral interviews; in utilizing department and community resources; in maintaining case records and in keeping a variety of other records; in preparing regular and special reports. Ability to make home visits; to climb stairs for entry into homes/apartments; to lift small children.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in social work or related human service field and one year of social work experience; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
